



Energy Saving Fact Sheet | **Energy Management**



Making business sense
of climate change

Energy — it's much more manageable than you think

Energy is not an unmanageable overhead — it is one of the largest controllable costs in most organisations.

Cutting energy costs through improved energy efficiency goes straight to the bottom line, making your organisation immediately more competitive.

And saving energy doesn't need massive investment in time or money. At minimal cost you could save up to 20% on your energy bills — which could be equal to a 5% sales increase. This practical fact sheet will help get you going.

Fact!

For every 1°C that you overheat in your premises, you add 8% to your heating costs!

Turnover	£1,000,000
Profits before energy saving	£100,000
Cost of gas and electricity	£25,000
Potential energy saving (20% of £25K)	£5,000
Profit after energy saving	£105,000 Representing an 5% increase in profits

This example illustrates how a 20% saving on your energy bill could represent an 5% increase in the overall profits for your company.

This additional profit is equivalent to an extra £50,000 of turnover.

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Develop an energy culture

Employ an energy manager; if you can't afford one full-time, appoint 'champions' to take responsibility for energy. They should:

- **Put energy on the map.** Your champions should check meters and energy bills and monitor trends, develop an energy-management policy and report to other senior managers on progress in improving energy efficiency and reducing costs.
- **Create understanding.** Everyone needs to know why energy efficiency is important. Your champions should communicate that energy saved means money that can be usefully put back into the company — giving the business a valuable advantage. They should stress that your company's reputation and sales can be enhanced through active management of energy and carbon emissions. And they should make it clear that acting *now* will help the business take future regulatory requirements in its stride.

Why save energy

Energy management isn't a vague idea: it can have significant benefits for your business, not least in safeguarding profits and employment. When you raise the issue of energy efficiency among staff, make sure you remind them that it is:

Good for the bottom line. All energy savings represent money that would otherwise be wasted. This money can be reinvested in your organisation.

Good for your company's reputation. Consumers and business customers increasingly expect suppliers to be environmentally responsible. Managing energy use is an excellent demonstration of this.

Good for the environment. Most of the carbon dioxide and other greenhouse gases released in the UK come from energy generation and use. Cut your energy consumption and you will ultimately help reduce the threat posed by climate change.

Good for the future. As the need to cut carbon emissions becomes increasingly urgent, it is likely that there will be more regulations even for the smallest businesses. By preparing now, you can safeguard your operations against forthcoming legislation.

Raise awareness

If people aren't aware of the energy they use they are unlikely to save it. If it's easier to waste energy that's just what they'll do. Remind them that everyone can make a difference.

- **People power.** Remember that equipment uses energy, but people control the equipment. Too many energy managers waste opportunities to save energy because they only look at technical 'fixes'.
- **Communicate.** Use posters, e-mails, stickers, events and reward schemes to bring energy efficiency to colleagues' attention. It's often useful to combine a drive for energy efficiency with other environment and health & safety campaigns.
- **Motivate.** An approach that reinforces good working practices or provides incentives for achieving energy efficiency targets is often the best way to convince staff to save energy.

The walk-round – a simple start

A basic physical site inspection could open your eyes to all kinds of energy-saving opportunities.

Heating

- Are thermostats working and set to the lowest comfortable temperature?
- Are there any cold draughts from windows or doors?
- Are windows and doors open when heating or air conditioning is on?

Lighting

- Are you still using traditional tungsten light bulbs?
- Are lamps, fittings and rooflights clean?
- Are lights switched off if there's sufficient daylight or rooms are not in use?
- Do you have any old large diameter fluorescent tube lights?

In the office

- Are computers left on overnight?
- Are monitors switched off when not in use, such as during lunch breaks?

In the factory

- Are pumps, fans or compressed air switched off when the equipment they serve is not in use?
- Can you hear compressed air leaks?

If you spot any of these, take action. Call the Carbon Trust Energy Helpline for more information.

Helpline 0800 58 57 94 www.thecarbontrust.co.uk/energy

Monitor your energy

Metering and monitoring are at the heart of energy management: you need the information to tell when and where you're saving money.

- **Why do it?** With metering, you can account for costs, assess performance and quickly spot the cause of expensive problems, such as faulty or ageing equipment.
- **Use real numbers.** Energy bills can often be estimated, so don't rely on them for accuracy. Check every bill as soon as it comes in and compare it with the meters on your premises to gain actual figures. You may even spot expensive mistakes on your bills.

- **Look for trends.** Use bills and meter readings to find out how your energy is being used. Try to identify patterns, such as cold weather and changes in operating practice to explain differences in energy consumption. It's useful to compare bills from previous years to provide a benchmark and help gauge progress.

Our guide "How to monitor energy use" has further information.

Take action!

Start saving energy today

Your energy champions, or a dedicated team, will be able to drive a range of energy-saving measures:

1. **Do an energy walk-round.** Learn in detail how energy is being used at your site. See 'a simple start' inside, to discover what to look out for.
2. **Reduce obvious usage.** Minimise demands on heating, air conditioning, lighting and water, by keeping doors and windows closed and turning equipment off when it's not needed – especially when buildings are unoccupied.
3. **Be inventive.** Investigate when you can supplement people's efforts with electronic controls, time switches and occupancy sensors.
4. **Keep an up-to-date energy checklist.** Always search for areas where energy can be saved. You'll find an example checklist in our **Better Business Guide**.
5. **Promote.** We have plenty of material for you to display around your premises that will encourage staff to save energy.

Call our Helpline today for your FREE Energy Awareness Pack.

Helpline 0800 58 57 94 www.thecarbontrust.co.uk/energy

Simple steps you can take

Basic housekeeping can make an immediate difference:

- **Cut down.** Turn off lights and equipment – it'll save around 15%. Adjust heating to suit occupation; remember that the temperature can be much lower when an office is empty. Fit compact fluorescent light bulbs – they use 75% less energy and last eight times longer. Slimline fluorescent tubes use 8% less energy at no extra cost. Fit water conservation devices and shut down water heating when not needed. Also, fix dripping taps and add spray fittings.
- **Maintain well.** Maximise energy efficiency by regularly servicing plant and equipment. Don't forget vehicles: checking tyre pressures and steering alignment, removing roof racks and optimising payloads can save 15% in fuel.
- **Stay snug.** Heating uses half your office's energy, but draught-proofing and pipe insulation can reduce heat loss significantly.



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The Carbon Trust helps businesses and public sector organisations cut their energy costs to combat climate change through the provision of free, professional advice and assistance.

Want to find out more?

There are useful energy-saving guides at www.carbontrust.co.uk/energy and through our Helpline – 0800 58 57 94.

GPG367 *Better business guide to energy saving*

GPG084 *Managing and motivating staff to save energy*

GIL157 *How to monitor your energy use*

FOCUS *A practical introduction to reducing energy bills*

We've got many more tips on energy management that will help you save energy and money. So give our Helpline a call today.

Helpline 0800 58 57 94 www.thecarbontrust.co.uk/energy

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